

The Constitution Revision Commission
COMMITTEE MEETING EXPANDED AGENDA

RULES AND ADMINISTRATION
Commissioner Cerio, Chair
Commissioner Plymale, Vice Chair

MEETING DATE: Wednesday, August 9, 2017
TIME: 2:00—5:00 p.m.
PLACE: Room 401 Senate Office Building, Tallahassee, FL

MEMBERS: Commissioner Cerio, Chair; Commissioner Plymale, Vice Chair; Commissioners Carlton, Coxe, Diaz, Donalds, Johnson, Karlinsky, and Timmann

TAB	PROPOSAL NO. and INTRODUCER	PROPOSAL DESCRIPTION and COMMITTEE ACTIONS	COMMITTEE ACTION
1	Scheduling and Deadlines	Committee Action: Calendars Adopted Deadlines Favorable	
2	Administrative Policies	Committee Action: Adopted	

Scheduling and Deadlines

- **Proposed Committee Meeting Weeks**
 - September 19-20
 - September 26-28
 - October 3-5
 - October 17-19
 - October 31 – November 2
 - November 28-30
 - December 12-14

- **Proposed Full Commission Meeting Dates**
 - September 19, 9:00 am – 12:00 noon
 - October 17, 9:00 am – 12:00 noon

- **Proposed Weekly Allocations (Block Schedule)**
 - Week 1
 - September 19
 - Full Commission 9:00 am – 12:00 noon
 - Committee Block C 1:00 pm – 5:00 pm
 - September 20
 - Committee Block B 8:00 am – 12:00 noon
 - Committee Block A 1:00 pm – 5:00 pm
 - Week 2
 - September 26
 - Committee Block A 8:00 am – 12:00 noon
 - Committee Block B 1:00 pm – 5:00 pm

- September 27
 - Committee Block C 8:00 am – 12:00 noon
 - Committee Block A 1:00 pm – 5:00 pm
- September 28
 - Committee Block B 8:00 am – 12:00 noon
 - Committee Block C 1:00 pm – 5:00 pm
- Week 3
 - October 3
 - Committee Block A 8:00 am – 12:00 noon
 - Committee Block B 1:00 pm – 5:00 pm
 - October 4
 - Committee Block C 8:00 am – 12:00 noon
 - Committee Block A 1:00 pm – 5:00 pm
 - October 5
 - Committee Block B 8:00 am – 12:00 noon
 - Committee Block C 1:00 pm – 5:00 pm
- **Proposed Deadlines**
 - Public proposal filing deadline – September 22, 2017
 - Commissioner proposal filing deadline – October 17, 2017
 - Committee amendment filing deadline – 24 hours before scheduled hour of meeting

September

2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day	5	6	7	8	9
10	11 Legislative Committee Week	12	13	14	15	16
17	18	19 Full Commission meeting & CRC Committee Week	20	21	22 Public Proposal Filing Deadline	23
24	25	26 CRC Committee Week	27	28	29	30

October

2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 CRC Committee Week	4	5	6	7
8	9 Legislative Committee Week	10	11	12	13	14
15	16	17 Full Commission meeting & CRC Committee Week Commissioner Proposal Filing Deadline	18	19	20	21
22	23 Legislative Committee Week	24	25	26	27	28
29	30	31 CRC Committee Week				

November

2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Legislative Committee Week	7	8	9	10	11 Veterans Day
12	13 Legislative Committee Week	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day	24	25
26	27	28 CRC Committee Week	29	30		

December

2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Legislative Committee Week	5	6	7	8	9
10	11	12 CRC Committee Week	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26	27	28	29	30
31						

WEEKLY SCHEDULE OF CONSTITUTION REVISION COMMISSION MEETING TIME ALLOCATIONS

Week 1

MONDAY September 18, 2017	TUESDAY September 19, 2017	WEDNESDAY September 20, 2017	THURSDAY September 21, 2017	FRIDAY September 22, 2017
	9:00 am–12:00 noon Full Commission Senate Chamber	8:00 am–12:00 noon Committee Group B Bonding and Invest. 37S Education 110S General Provisions 401S Judicial 301S		
	1:00-5:00 pm Committee Group C Ethics and Elections 110S Legislative 301S Local Government 401S	1:00-5:00 pm Committee Group A Declaration of Rights 110S Executive 401S Finance and Taxation 301S		<h1>DRAFT</h1>

*All meeting locations are in the Capitol Complex, Tallahassee, Florida, unless otherwise specified.
 THIS TENTATIVE SCHEDULE IS SUBJECT TO CHANGE.*

WEEKLY SCHEDULE OF CONSTITUTION REVISION COMMISSION MEETING TIME ALLOCATIONS

Week 2

MONDAY September 25, 2017	TUESDAY September 26, 2017	WEDNESDAY September 27, 2017	THURSDAY September 28, 2017	FRIDAY September 29, 2017
	8:00 am–12:00 noon Committee Group A Declaration of Rights 110S Executive 401S Finance and Taxation 301S	8:00 am–12:00 noon Committee Group C Ethics and Elections 110S Legislative 301S Local Government 401S	8:00 am–12:00 noon Committee Group B Bonding and Invest. 37S Education 110S General Provisions 401S Judicial 301S	
	1:00-5:00 pm Committee Group B Bonding and Invest. 37S Education 110S General Provisions 401S Judicial 301S	1:00-5:00 pm Committee Group A Declaration of Rights 110S Executive 401S Finance and Taxation 301S	1:00-5:00 pm Committee Group C Ethics and Elections 110S Legislative 301S Local Government 401S	<h1>DRAFT</h1>

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WEEKLY SCHEDULE OF CONSTITUTION REVISION COMMISSION MEETING TIME ALLOCATIONS

Week 3

MONDAY October 2, 2017	TUESDAY October 3, 2017	WEDNESDAY October 4, 2017	THURSDAY October 5, 2017	FRIDAY October 6, 2017
	8:00 am–12:00 noon Committee Group A Declaration of Rights 110S Executive 401S Finance and Taxation 301S	8:00 am–12:00 noon Committee Group C Ethics and Elections 110S Legislative 301S Local Government 401S	8:00 am–12:00 noon Committee Group B Bonding and Invest. 37S Education 110S General Provisions 401S Judicial 301S	
	1:00-5:00 pm Committee Group B Bonding and Invest. 37S Education 110S General Provisions 401S Judicial 301S	1:00-5:00 pm Committee Group A Declaration of Rights 110S Executive 401S Finance and Taxation 301S	1:00-5:00 pm Committee Group C Ethics and Elections 110S Legislative 301S Local Government 401S	<h1>DRAFT</h1>

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DRAFT

CONSTITUTION REVISION COMMISSION TRAVEL POLICY

Pursuant to the requirements of, and in conformity with, budget proviso language contained in Line 1986A of Chapter 2017-70, Laws of Florida, the Constitution Revision Commission shall adhere to the reimbursement rates of Florida Statute 112.061, governing "Per diem travel expenses of public officers, employees and authorized persons."

SUMMARY

PER DIEM OR ACTUAL EXPENSES & MEAL ALLOWANCE

Travelers may elect to receive Per Diem or Actual Expenses and Meal Allowance

Hotel receipts must be filed with the Travel Reimbursement Voucher and may not exceed \$150 exclusive of taxes. If lodging exceeds \$150 exclusive of taxes a separate justification for the excess rate must be provided and approved on a case by case basis.

Meal Allowance - Claimed only with actual lodging expenses, breakdown as follows:

- **Breakfast** \$6.00 - If travel begins before 6 AM extends beyond 8 AM
- **Lunch** \$11.00 - If travel begins before 12 PM extends beyond 2 PM
- **Dinner** \$19.00 - If travel begins before 6 PM extends beyond 8 PM

INCIDENTAL EXPENSES AS PROVIDED IN STATUTE

AIRLINE TICKETS

Currently the State of Florida does not have an airline contract. The following are airline reservation guidelines:

- Travelers should obtain the lowest fare possible. Coach seating is **required** when available.
- Compare costs with travel agencies and between airlines.
- Travelers should request the state government rate fare.

Airline passenger receipts must be filed with the Travel Reimbursement Voucher.

RENTAL VEHICLES

Refer to the current State Rental Car Contract for rental rates. Without proper justification, Class A (sub-compact) or Class B (compact) vehicles **must** be rented. The contract is located on the internet at:

<https://partner.rentalcar.com/StateofFlorida/#/>

When prompted select Business, then Other Eligible Users, then Other Eligible Users again.

Primary insurance coverage is included in rental contract for bodily injury and property damage.

NON-REFUNDABLE INSURANCES

- Personal Accident Insurance (PAI)
- Collision Damage Waiver (CDW)
- Loss Damage Waiver (LDW)

Gasoline for rental vehicles is not included in the contract rate. Vehicle should be returned with the same level of gasoline as when received to avoid additional charges that will be the responsibility of the traveler.

Gasoline receipts must be turned in with travel voucher for reimbursement.

Non-contract providers may be utilized only if the contract carrier cannot provide a vehicle or if the net-cost (including gasoline and collision damage waiver fee) of non-contract provider is less than the contract provider. A statement must be on the travel voucher that includes the proper justification for the reason the non-contract provider was used.

Rental car receipts must be filed with the Travel Reimbursement Voucher.

MILEAGE

Travel in a personal vehicle will be reimbursed at 44.5 cents per mile. Map mileage is based on the Florida Department of Transportation Official Map mileage chart. Official highway mileages are available on the internet at:

<http://fdotewp1.dot.state.fl.us/CityToCityMileage/>

ALL TRAVEL MUST BE BY THE MOST ECONOMICAL MEANS OF TRAVEL AS DETERMINED BY THE EXECUTIVE DIRECTOR.

NON-REFUNDABLE TRAVEL EXPENSES - Non-CRC business as determined by the Executive Director.

